



JOB ANNOUNCEMENT

Unit Manager – Contract Management/Procurement Fiscal & Administrative Manager B2

Division of Finance and Administrative Services

Date Posted: 2/24/2016

This position is a supervisory/management position overseeing procurement activities for the Department of Social Services. The individual in this position must possess knowledge of the State of Missouri procurement rules, regulations, policies, and procedures and maintain a thorough understanding of the application of these policies and procedures. The manager must possess excellent communication skills, leadership skills, and be able to think independently.

- Coordinate and direct the purchase of a wide variety of services and commodities for the Department of Social Services (DSS).
- Coordinate and direct the technical components of contract management.
- Manage and supervise Procurement Officers and support staff responsible for DSS contract management and purchasing activities.
- Provide independent evaluation of various purchasing opportunities and recommend the optimal purchasing method to be pursued, ensuring compliance with Chapter 34 in the RSMo.
- Act as primary DSS liaison with Office of Administration Division of Purchasing.
- Conduct research for future Request for Proposals (RFPs) to determine whether there are contracting opportunities with other Missouri departments or states.
- Coordinate the issuance for MOU's/MOA's ensuring appropriate language and specifications are outlined clearly.
- Review RFPs and contracts for adequate specifications including scope of work, required language, appropriate pricing, etc.
- Participate in evaluations on an as needed basis.
- Ensure the successful implementation of an electronic content management system for procurement.
- Responsible for reporting MBE/WBE participation on a monthly/annual basis; preparing the Department response for annual MBE/WBE participation to the OEO.
- Conduct/support continued training and development of procurement functions with DFAS and program division staff.
- Develop/provide required reports of Procurement activities on a monthly/quarterly/annual basis.
- Perform other related work activities.
- This position has 8:00 to 5:00 work hours Monday thru Friday.

QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Accounting, Finance, Economics, Public or Business Administration, or a closely related field; and,

Four or more years of professional experience in accounting, auditing, purchasing, budgeting, fiscal management, or in general management with some fiscal responsibility.

(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)

(Experience in the referenced areas at the level of Administrative Office Support Assistant (AOSA) may substitute on a year-for-year basis for deficiencies in the required education.)

(Earned graduate credit hours from an accredited college or university in the specified areas may substitute on a year-for-year basis for a maximum of two years of the required experience at a rate of 24 earned graduate credit hours for one year of experience.)

SALARY RANGE: \$64,896 - \$67,488 Annually

TO APPLY: Please submit the DSS Application at <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> , cover letter, resume and copies of official transcripts to Brenda Becker via e-mail at brenda.s.becker@dss.mo.gov.

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: Deadline for applications is March 9, 2016. Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER